

S: 1 April 2003

CECW-ON

MEMORANDUM FOR COMMANDER, MAJOR SUBORDINATE COMMANDS AND
DISTRICT COMMANDS, CHIEFS, CONSTRUCTION-OPERATIONS DIVISIONS

SUBJECT: Nominations for the Chief of Engineers Annual Natural Resources Management Awards - Hiram M. Chittenden Award for Interpretive Excellence "Interpreter of the Year", Natural Resources Management "Employee of the Year" and Natural Resources Management "Project of the Year"

1. **Purpose.**

a. The purpose of this memorandum is to encourage nominations for the 2003 Chief of Engineers Annual Interpretive and Natural Resources Management Awards.

b. Hiram M. Chittenden Award for Interpretive Excellence acknowledges an individual who has done exceptional work in the interpretive services profession.

c. The Natural Resources Management "Employee of the Year" acknowledges an individual who has done exceptional work in the field of natural resources/recreation management.

d. The Natural Resources Management "Project of the Year" award provides recognition of exceptional project management with emphasis on the natural resources management program.

e. Note that the 2003 U.S. Army Corps of Engineers selected nominations for the Natural Resources Employee and Project of the Year awards will also be submitted in the competition for the 2002 Department of the Army Environmental Awards. The Army Environmental Awards also includes categories for Natural Resources Awards (individual or team, small or large installation). Therefore, **do not submit nominations** for any of the natural resources categories concerning the Army Environmental Awards if you receive a memorandum (from outside of Civil Works) soliciting nomination submittals for the Army Environmental Awards in Fiscal Year 2002.

2. **Applicability.** This announcement applies to Headquarters and all field operating activities having Civil Works responsibilities.

3. **References.**

a. AR 672-20.

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b. EC 25-1-218 "Awards Rescission", 1 March 1995.

c. Engineer Regulation 672-1-18 "Decorations, Awards, and Honors, Incentive Awards", dated 1 March 1995. This regulation provides guidance for the implementation of the incentive awards program.

d. Engineer Pamphlet 1130-2-434 (FS), Hiram M. Chittenden Award Fact Sheet.

4. **General.**

a. The subject awards were established under the general provisions of AR 672-20 to provide meaningful recognition of exceptional achievement in natural resources management, efficiency in the use of financial and personnel resources, success in interagency programs, initiative in public involvement, and effectiveness in visitor safety, as well as individual achievement in the natural resources field.

b. Nomination Procedures.

(1) District commanders may submit nominations for the subject awards to their respective division commander not later than 1 March 2003.

(2) Division commanders may appoint a committee or use other methods to review district nominations and select a single nomination for each award to represent the entire division. Division commanders will complete all necessary actions and forward their nominations along with supporting documentation to Headquarters, U.S. Army Corps of Engineers (HQUSACE), ATTN: CECW-ON, Washington, DC 20314-1000, postmarked not later than 1 April 2003.

(3) Nominations received in HQUSACE through the above channels will be evaluated by a committee and approved by the Deputy Director of Civil Works. The Director will present recommendations to the Chief of Engineers for review and approval.

(4) Nominations which have been submitted to HQUSACE for previous consideration, but were not selected, may be resubmitted provided supporting information reflects current conditions and eligibility is maintained.

c. Nomination Format. Nominations will be evaluated on the basis of content, which should concisely describe specific accomplishments within each required category of criteria.

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(1) Size. Documentation for nominations will be 8½" x 11" in size and may be submitted in a standard one inch ring binder. For the sake of economy, elaborate bindings and custom printing should be avoided.

a. The Hiram M. Chittenden award nomination will not exceed six text pages.

b. The "Project of the Year" award nomination will contain a maximum of 50 pages including exhibits, illustrations, and appendices.

c. The "Employee of the Year" award nomination will not exceed seven pages, including a two-page summary.

(2) Photographs. The use of photographs should be governed by a specific need. Extensive photo essays, videotapes, films, or compact disk with essays and/or photographs will not be considered.

(3) Graphics. Nominations may have no more than six pages of publications. Newspaper clippings, or other documentation that are appropriate and significantly contribute to the understanding of the accomplishments of the nominee may also be included.

(4) Copies. Each nomination must include the original report and five additional copies. The additional copies are not required to be submitted in a one-inch binder.

d. Appendix to Nominations. To assist the Chief of Engineers with the award presentation should the nomination be selected for the award, the following items are to be included as an appendix to each nomination:

(1) A proposed citation that may be read at an appropriate ceremony.

(2) A 100-word summary of the achievement, suitable for use in preparing news releases.

(3) Photos suitable for publication of the individual and facilities associated with the awards, preferably black and white, 8" x 10". (Photographs are not required for the initial "Employee of the Year" or Chittenden nominations.)

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e. Types of Awards and Presentation. The subject awards will consist of an engraved plaque for permanent display by the selected project and an engraved plaque for the selected individual recipient. The plaques will be inscribed with the winning project or individual's name, year of award, citation, and signature of the Chief of Engineers. The awards will be presented at the Senior Leadership Conference by the Chief of Engineers, or his representative and, for the Chittenden Award winner, at the annual National Association for Interpretation conference.

5. Eligibility for Chief of Engineers Annual Interpretive and Natural Resources Management Awards:

a. Hiram M. Chittenden Award for Interpretive Excellence. All individuals employed by the Corps who contribute to interpretation and/or environmental education. An "interpreter" may be a park ranger, park manager, engineer, safety officer, public affairs officer, wildlife biologist (technician), forester, human resources specialist, or others who "interpret" the special resource theme for the Corps. **The consolidation of two or more individuals into a single nomination for this award is not permitted. The nomination package should reflect only those accomplishments made in 2002.** MSC nominations will be considered as "regional winners" for announcement and recognition purposes during the annual National Association of Interpreters Conference award ceremony.

b. Project of the Year. All Corps administered land and water projects that have a significant natural resources management program are eligible to receive this award, provided they meet the provisions of this memorandum. This includes projects that are partially outgranted to other agencies. **The consolidation of two or more projects into a single nomination for this award is not permitted. The nomination package should reflect only those accomplishments made in 2002.**

c. Employee of the Year. All individuals employed by the Corps in the Natural Resources Management field are eligible to receive this award. **The consolidation of two or more individuals into a single nomination for this award is not permitted. The nomination package should reflect only those accomplishments made in 2002.**

6. Nominating Criteria for Chief of Engineers Annual Interpretive and Natural Resources Management Awards:

a. Hiram M. Chittendan Award for Interpretive Excellence

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(1) The Hiram M. Chittenden Award for Interpretive Excellence award nomination will consist of:

- a. A single sheet containing:
 - 1. Name of nominee
 - 2. Position title, series and grade
 - 3. Organization and location
 - 4. Years of federal service
- b. DA Form 1256
- c. Narrative Justification. Will not exceed three single sided pages
- d. Summary. Will not exceed one single sided page.

(2) Nominations for the Hiram M. Chittenden Award are based upon an individual's performance in the preceding calendar year in the areas listed below. The employee's accomplishments must be highlighted and arranged under the following three criteria:

a. Creativity and Originality. The nomination must include a concise summary of the nominee's interpretive and/or environmental education efforts. The nomination should emphasize how the nominee's work showed innovation in technique, delivery, materials, or use of resources to provide interpretive services effectively to an audience. The nomination should describe how the interpretive work performed is an example of interpretation as an art that uses many forms. It should also describe how the efforts and accomplishments of the nominee were implemented and what management objectives were met.

b. Made a Positive Experience for Visitors. The nomination should document how the nominee's work exemplified the principles of interpretation in reaching the whole person, was provocative, entertaining, informative, and related to the experience of the audience. It should provide evidence that the work and/or behavior of the nominee contributed to a positive change in attitude of the target audience, and promoted voluntary stewardship of natural, cultural, or created resources. If appropriate, the nomination should indicate how the nominee's work successfully reached a non-traditional audience such as persons with disabilities, non-English speaking, multi cultural, or inner city audiences.

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c. Enhancement of the Public's Understanding of the U. S. Army Corps of Engineers and the Site. The nomination should describe how the interpretive services presented by the nominee told the Corps story, interpreted the history or missions of the Corps, the functions of the Corps site, or a management issue of concern to the Corps. If applicable, the nomination should indicate any outreach efforts related to the interpretive and/or environmental education work.

(3) The narrative justification should address:

a. Achievements

b. Scope of importance of mission, function, or activity affected

c. Extent to which the nominee's performance has exceeded job responsibilities. Results achieved including benefits to the Nation and impacts on the organization. If monetary benefits result, specific documented dollar amount should be stated.

b. Project of the Year. The Chief of Engineers may recognize a project based on the content of a nomination which concisely describes specific accomplishments within each category below, as they relate to all elements of the Natural Resources Management Program. The evaluation will focus on management efforts that have contributed to greater efficiency and effectiveness in use of personnel and funds, while sustaining or improving good customer service and stewardship of project resources. The project's accomplishments must be highlighted and arranged under the following criteria:

(1) Management Efficiency. Management efforts, which maintain or enhance project facilities and programs while contributing to greater manpower efficiency, energy reduction, philosophy of efficient use of funding, manpower, energy and other resources. Evaluation will be based more upon intensity of effort, innovation and demonstrated success, rather than overall program size or numbers of elements. This category will be given most weight in the evaluation process.

(2) Public Involvement. Quality and quantity of public involvement in the project area and level of public perception, understanding, and support of the Corps as influenced by the project and its staff should be addressed. Provide information which demonstrates management's responsiveness to public concerns. Explain how the level of public perception and understanding has influenced management decision. Include description of Corps actions which have promoted

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public involvement. Photographs, new articles, testimonials, and similar material may be included.

(3) Public Safety. Achievement in public safety education and awareness programs, with special emphasis on water safety should be outlined. Describe staff efforts in public safety activities. Provide a measure of program effectiveness in reducing accidents and personal injuries to the public and to Corps employees. Document public safety programs, workshops, and meetings.

(4) Management Effectiveness. Describe specific practices and programs in effect which enhance in the Corps recreation and natural resources management missions. Describe the success of these practices and programs.

(5) Partnerships. Describe leadership in establishing joint programs with other Federal, State, or local agencies. Outline the agreements (either formal or informal) which established joint programs between the Corps and other agencies. Provide a brief overview of the effect of cooperative programs on the project.

c. Employee of the Year. The Chief of Engineers may recognize *an individual* based upon evaluation of the content of a nomination that concisely describes the individual's innovative performance and specific accomplishments, which clearly implement Corps policy, within one or more of the following criteria categories. The employee's accomplishments must be highlighted and arranged under the following criteria:

(1) Management, Supervision, and/or Administration. Summarize the individual's contribution to managing, supervising and/or administering personnel and/or programs in natural resources and recreation management. Describe how these efforts have contributed to the Corps mission.

(2) Natural Resources Management. Describe any special achievements in natural resources management which have been made by the individual in the past year. Indicate specifically how these efforts and accomplishments were implemented by the nominee and what successes were achieved. Programs such as fish and wildlife management, forest and vegetative management, pest control, and grazing leases should be addressed.

(3) Recreation Management. List activities which demonstrate the nominee's ability to provide exceptional outdoor recreation opportunities on Corps administered land and water projects. Include any outstanding programs and/or activities initiated by the nominee. Program

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examples may include recreation facility rehabilitation, campground management, visitor center development, sign program, volunteer program, Natural Resource Management System, interpretation, user conflict resolution/visitor assistance, visitor safety, and customer care.

(4) Land Management. Provide information on achievements and accomplishments in the field of land management. List specific programs prepared and initiated by the nominee. Include how these efforts and accomplishments were implemented and what successes were achieved. Programs such as shoreline management, out grant management, boundary management, and encroachment resolution should be documented.

7. Awards. Divisions should submit their nominations to HQUSACE (CECW-ON) not later than 1 April 2003. Award recipients will be announced prior to the Senior Leadership Conference. Division and district commanders are encouraged to establish and maintain complementary Civil Works project and individual awards programs as an additional means of recognizing achievement in the Corps Natural Resources Management program.

8. Point of Contact:

a. Hiram M. Chittenden Award for Interpretive Excellence – Mr. Stephen Austin (CECW-ON), (202) 761-1940

b. Natural Resources Management "Project of the Year" and Natural Resources Management "Employee of the Year - Mr. Tim Toplisek (CECW-ON), (202) 761-4691.

FOR THE COMMANDER:

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LAWRENCE A. LANG, PH.D., P.E.
Acting Chief, Operations Division
Directorate of Civil Works

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